

FATE EXECUTIVE DIRECTOR: CALL FOR APPLICATIONS

With FATE's longtime Executive Director Murray Mintz looking to retire from his position, our organization is accepting applications for the post. Obviously we have large shoes to fill, so we're seeking the best possible candidates.

This is a paid part-time position, appointed by the Board of Directors to a one-year term, renewable at the Board's pleasure and direction.

The Executive Director answers to the Board, carrying out Board policy and handling FATE operations between meetings of the Board and of the Executive Committee.

The post requires a strong organizer possessed of both drive and tact, someone who is passionate about the cause of theatre education in Florida, and who has the experience and connections to build on Murray's and others' legacies to propel FATE fully into the 21st century, with all of the artistic, technical, and philosophical challenges that the future will pose to theatre teachers at all levels in our state.

A complete list of the Executive Director's duties, as outlined in FATE's bylaws, may be found on FATE's website (www.fatefirst.com). A partial rundown of duties includes:

GENERAL: Maintaining and updating membership information, making all deposits and paying all bills, and generating or reviewing and distributing communications.

FINANCIAL: Maintaining organizational bank accounts, maintaining all financial records, preparing and filing annual tax returns, making financial reports at all Executive Committee and Board meetings, and assisting the Financial Committee in preparing annual budgets.

COMMUNICATIONS: Preparing and distributing all external communications from the organization, communicating to members through electronic newsletters and general updates, alerting members of impending legislation that can affect the classroom, and preparing and mailing the annual summer (conference) newsletter.

MEETINGS: Scheduling and preparing for all organizational meetings, monitoring any voting done at meetings, and offering counsel (where appropriate) regarding proposed actions.

FATE CONFERENCE: Working with site-selection team to seek and locate future conference sites, negotiating favorable contracts for conference sites, preparing registration materials, soliciting and scheduling all workshop presenters and exhibitors, securing AV and other equipment for workshops, securing and making arrangements for a keynote speaker, creating the conference schedule, preparing the program and having it printed, making food choices for all meals, and arranging accommodations for certain officers and speakers.

WEBSITE: Working with the webmaster to keep the site up-to-date and welcoming, and providing all necessary information and forms.

THESPIAN FESTIVALS: Arranging for “Teachers Only” workshops and supplying descriptions and bios to the State Director for the program, providing FATE buttons to all eligible troupe directors and judges, and preparing materials for a FATE exhibit table and staffing it throughout festivals.

ORGANIZATIONS: Serving as a liaison to the Florida Alliance for Arts Education Board (involving monthly board phone calls and annual summit), participating in monthly phone calls with the Florida Cultural Alliance, completing and filing annual report for the state Division of Corporations, and submitting a financial report for Florida Solicitation of Funds permit.

Applications for this position will be accepted through December 15, 2017. A search committee consisting of Jeff Grove (chair), Kristen Neander, Randall Adkison, Lori Sessions, and Christa Whittaker will review applications with the Executive Committee in February 2018. A selection of finalists for the position will be made in June 2018, with finalists being interviewed at the October 2018 conference. The selected candidate will be notified at or soon after that conference.

Applications may be tendered to Murray Mintz electronically at ExeDirector@fatefirst.com. The application should include a letter of intent explaining why you are interested in the position, as well as a professional resume.

Current FATE members should feel free to pass this information along to retired or former FATE members who may not be on our current mailing list, but whose experience, knowledge and available free time might make them excellent candidates for the position.

Thanks in advance to all members and friends of FATE for helping us to secure the best possible new Executive Director for our organization.